

VACANCY NOTICE

12-55

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Revenue Policy Analyst (DOR)	CLASSIFICATION CODE: 02687600
	SALARY RANGE: 132, \$60329-68293 annually	REFERENCE POSITION NO.: 2520-10000-3
	Department or Agency Name: Revenue	APPLICATION PERIOD: 4/30/2012-5/28/2012
	Division/Section/Unit: Office of Revenue Analysis	application period ends at 4:00 pm on 5/28/2012
	Assignment(s) / Comments:	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations:	
	Position Covered by Collective Bargaining Unit Agreement: Yes _____ No <u>X</u>	
	Name of Bargaining Unit/Union:	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Within the Department of Revenue, under general supervision allowing for some independence in assignment completion, to perform professional analytical work in developing revenue estimates based upon changes in tax laws, economic data, as well as, revenue forecasts and fiscal trends in order to identify the impact on the state's overall revenue; to analyze and research tax laws and determine the impact of potential changes to such laws based on that research; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Master's Degree in Economics, Statistics or a closely related field; and Experience: Such as may have been gained through: experience performing economic analysis and research studies. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Skills: SAS Programming, tax research, econometrics, cost-benefit analysis preferred.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	Telephone #: (401) 222-1238 Email: KellyM-resume@hr.ri.gov TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER